

## Positive Alternatives Grant Program

### GRANTEE MONITORING

Grantee Name	Cradle of Hope (V#: 285556)
Location/Address	1970 Oakcrest Ave, Suite 300, Roseville, MN 55113
Date and Location of Site Visit	4/20/17 – Cradle of Hope
Grantee Participants	Darlene Kopesky, Cynthia Godin
MDH Participant(s)	Mary Ottman
Grant Agreement #/PO #	

#### **PURPOSE:**

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

#### **OVERVIEW**

1. Is the Grantee's non-profit 501(c) 3 status current? [Yes](#)

2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? [Yes](#)

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3. Where is this central file located? [Cradle of Hope office](#)

4. Who is responsible for this central file? [Darlene Kopesky, Executive Director](#)

5. Does the central file include

- The grant proposal? [Yes- Binder](#)
- The award letter? [Yes- Binder](#)
- The signed grant agreement and any/all amendments? [Yes- Binder](#)
- Any/all requests and/or approvals for scope/budget changes? [Yes- Binder](#)
- The work plan? [Yes- Binder](#)
- Any/all payment requests (invoices)? [Yes- File](#)
- Any/all signed subcontracts? Not applicable (no subcontracts) [NA](#)
- Any/all Progress Reports? [Yes- File](#)

### REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment? [Yes](#)

2. Are expenditure reports submitted timely and accurately? [Yes](#)

3. Are progress reports submitted with all required information and in a timely manner? [Yes](#)

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#### CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors? [No](#)
2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate? [No](#)
3. Was the contractual agreement(s) reviewed and approved by MDH before implementation? [NA](#)

#### PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time? [Yes](#)
2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant? [Yes](#)
3. Does the Grantee have policies and procedures in writing regarding:
  - Payroll?
  - Travel?
  - Overtime?
  - Timesheets?
  - Taxes?
  - Purchasing?
  - Compensated time off?
4. Are employees time sheets approved? [Yes](#)

By whom (what position)? [Cynthia Godin, Director of Program & Darlene Kopesky, Executive Director](#)

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By the Executive Director? [Chris Vatsaas, President of Cradle of Hope Board of Directors](#)

5. Does the Grantee's payroll preparation and distribution involve more than one employee? [Yes \(Asst Treasurer – Cathy Clysdale\)](#)

6. Does an authorized official approve all checks before being signed? [Yes - Darlene Kopesky, Executive Director](#)

Additional Comments:

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#### PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

##### ***Program History***

- When was your program started? Why was it started? Cradle of Hope was founded in 1973 shortly after the court case, Roe v. Wade, was decided. In 1973, Ann Dickinson realized that pregnant women were in need of help due to unplanned pregnancies so she took a \$5,000 inheritance to assist 5 pregnant women with rent assistance so they would choose life for their unborn babies and founded Cradle of Hope.
- What need does your program fulfill? Cradle of Hope provides an alternative to abortion for pregnant women and ensures that every baby has a safe place to sleep.
- How has the program grown or changed since its beginning? Cradle of Hope has expanded services to pregnant women to include financial assistance (rent/mortgage, utilities, medical costs, child care), material assistance (portable cribs, wellness baskets, transportation cards), and online resources (employment, education, parenting). We have also continued to expand access to Cradle of Hope services throughout the state.

##### ***Grantee's Target population***

- Who does the organization primarily serve? Pregnant women.
- What is the program's demographic and geographic coverage?
  - a) 79% of our clients are between 20-34 years of age
  - b) 51% of our clients are in their 3<sup>rd</sup> trimester
  - c) 39% of our clients are post-partum
  - d) 68% of our clients are not married
  - e) 29% of our clients are white
  - f) 43% of our clients are African American
  - g) American Indian clients increased from 1% in June 2016 to 7% in March 2017
  - h) 17% of our clients are multi races
  - i) 76% of our clients are not Hispanic
  - j) 99% of our clients are mothers
  - k) 57% of our partnering agencies are located in rural MN
  - l) 43% of our partnering agencies are located in the Twin Cities Metro area
  - m) 11% of our partnering agencies are serving Native American populations
- Review recent Demographic reporting. Current Demographic Reporting was discussed. COH serves over 400 clients per month with the largest demographic being those women 20 – 29 years of age with much racial diversity.

##### ***Leadership and Governance***

- Effective Board: How many board members currently serve, who are they? 9

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- a) Chris Vatsaas – President
- b) Joe Kueppers – Vice President
- c) Brian Dobie – Treasurer
- d) Kristen Hanson – Secretary
- e) Bridget Cup – Director
- f) Laurie Murphy – Director
- g) Amanda Meyer – Director
- h) Latifah Kiribedda – Director
- i) Father Neil Bakker – Director

- How often do they meet? How are they informed of organization's progress and challenges? **The Cradle of Hope Board meets every other month. The Executive Director prepares a report for each meeting and communicates with the board with any questions/concerns.**
- How supportive is the Board of the program? **Very supportive.**
- How is the program staffed? Who is responsible for the supervision of grant staff? **Cradle of Hope has 2 full time employees: Executive Director (Darlene Kopesky) and Director of Programs (Cynthia Godin) and a part time Adm Asst (Amie Chamberlain). The Director of Programs supervises the Adm Asst and the Executive Director supervises the Dir of Programs in addition to ensuring all grant staff is in compliance.**
  - How are staff evaluated on their performance? How long have PA staff been employed there? **Yearly evaluations. Executive Director (1 yr 3 mo), Director of Programs (6 mo's), Adm Asst (1 mo).**
  - How are staff background checks done? **Prior to hire and through an agency – McDowell Agency.**
  - What is your organization's policy on complaints for staff and clients? **Once received, all complaints are addressed within 5 business days.**

#### **Budget**

- Does the current budget reflect your work plan activities? **Yes**
- Is the budget accurate for the project size/scope? **Yes**
- Do you have any challenges with the budget or invoicing? **No**
- Has your Financial Reconciliation taken place? **No**
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed.

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#### **Review Work Plan including:**

##### **Partners**

- If applicable: how are people referred to the program? Are there any barriers encountered with referral sources? What is your most common referral source? *Clients apply for Cradle of Hope services through partnering agencies. We receive calls from clients and communication from clients via the Cradle of Hope website. Clients are then referred to a partnering agency near them.*
- Challenges with partners or specific counties? *The quality of care provided by our partners varies (some are better at addressing the crisis and developing a plan of action so the crisis is not repeated). We continue to work with partners to ensure that there are no barriers regarding safe slumber – this is somewhat challenging as some partners still require clients to complete their programs before receiving a portable crib.*

##### **Work Plan**

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since June 2016? Is there anything in particular you want to share about your current program to explain its current status?

*We have distributed 50-150 more cribs per quarter since June 2016. However, we were able to do this because there was a significant need and we were able to secure additional funding to make this happen. We are hoping additional PA funds will become available so this can continue. We continue to monitor this closely. The number of individuals receiving rental assistance varies dependent on each client's requested amount. Since June 2016, numbers were up to 30 more than anticipated. However, the quarterly dollar amount allocated is approximately the same so I am not comfortable with changing projected numbers at this time. Material assistance is on target according to our projections. Cradle of Hope is operating more efficiently and establishing stronger partnerships throughout the state.*

- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons? *Not at this time.*

##### **Participants:**

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- What type of outreach does the organization put into action? What is working well? What are more the challenging aspects to finding or retaining clients? The Director of Programs communicates via emails, phone calls, and face to face meetings. We also hope to implement text alerts and online trainings such as webinars or YouTube for support and training.

#### Data:

- How is program data collected and by whom? Is data collected useful to agency? Our new program database compiles information from applications submitted electronically. We are then able to generate reports from this data. We continue to add needed features and address bugs as they arise as this is still a new database.
- Anything we can do to help or simplify data collection? Not at this time. At a later date, I may need to submit a budget modification to account for ongoing technical support with our database. However, it is still too early to determine at this point.

#### Review Evaluation

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee).
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation? This year's evaluation project has two components. The first aim is to review the safe sleep program for increased knowledge, use and if programs are culturally sensitive. The second component of the project with review the satisfaction of the crib sites/partnerships.

#### Miscellaneous

- Anything else you would like to share? The Director of Programs has done an amazing job strengthening relationships with partnering agencies, establishing new partnering agencies, and reaching out to agencies who work with Native American populations. Cradle of Hope is operating efficiently and we hope to receive more funds so we can continue to provide easy access to our services throughout the state and ensure that every pregnant woman has the support she needs to give birth as well as ensure that every baby has a safe place to sleep.
- Anything else we haven't asked?

#### What can we do to help?

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- Trainings and Grantee meetings useful for grantee? Any topic suggestions? Grief counseling and addressing loss/grief.
- Feedback or suggestions for the state?
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?

#### **Summary:**

Cradle of Hope (COH) has been a long time PA grantee. This organization uses funding to provide statewide assistance for safe sleep through the distribution of pack n plays to partnering organizations. COH has added a number of partnership organizations throughout the state and continues to build their program annually with up to 150 more cribs distributed per quarter than in previous years. They continue to reach all areas of the state and have recently added a partnership with a MN tribal nation for their safe sleep program. COH also provides rental assistance to organizations throughout the state who have clients that are in need of emergency housing assistance. Lastly, COH offers wellness baskets for those agencies that are in need of material assistance for their clients.

COH recently has updated their website and online application process. This update has benefited COH with an increase in efficiency and an ease of application submission for partnering organizations. Staff report the new updates have been working well and the biggest need currently is getting all partners on board with the updates. COH has received a recent funding amendment to increase their visibility and reach into all MN hospitals. Discussion centered on the initiation of this plan. COH will also use some of the funds through the amendment for their rental assistance program. Currently they have been able to fund only a small portion of the requests from partnering organizations monthly for rental assistance statewide. These additional funds should help outreach for rental assistance.

Accessibility of pack n plays was also discussed with COH and recommendations for organizations distributing the portable cribs. MDH and COH agree that no client should be refused a safe sleep environment for their baby.

It has been a pleasure to work alongside COH in providing funding for their important work. They have used their funding responsibly and have been a cooperative and responsible POA grantee.

**Date: May 1, 2017**

**Grant Manager: Mary Ottman**